



# City of North Charleston

## Vacancy Notice

**Position:** Park Ranger Part-time

**Department:** Recreation

**Pay Grade:** 202 \$12.50 per hour

**Must be available to work, nights, weekends, and holidays**

### GENERAL STATEMENT OF POSITION

Under regular supervision, performs a variety of general custodial duties in the maintenance of assigned City parks and provides assistance to visitors to assure compliance with park rules and regulations. Performs related work as required. Reports to the assigned supervisor. Performs general custodial duties such as removing trash, cleaning leaves from reflection pool, checking flag and untwisting if necessary, sweeping restrooms and spraying deodorant in restrooms, checking dog dishes to ensure they include clean water, ensuring that the cart is clean after every shift. Acts as good will ambassador for park provides information to park patrons and assist as necessary. Performs patrol duties to provide parks and open space visitor assistance and to assure compliance with park rules and regulations. Performs patrol duties to provide parks and open space visitor assistance and to assure compliance with park rules and regulations. Enforcement duties may include responding to citizen complaints, conflict resolution, and writing incident reports. Cautions, evicts, and request assistance for violators of laws and regulations. Clean skimmer on reflection pool and remove debris. Spray ant and weed killer. Blow leaves away from the Memorial. Wipe down sinks and mirrors in the bathrooms. Knock down spider webs. Clean dog dishes and ensure that there is clean water replaced continuously. Clean the stall walls in the bathrooms. Clean out trash cans and put in dumpster. Remove litter and debris from surrounding grounds. Check batteries on cart and ensure that cart is cleaned after each shift. Place recyclable materials in appropriate containers. Performs routine maintenance work as required, including changing light bulbs, watering plants, clearing clogged drains, etc. Performs all assignments in accordance with department policies, procedures and standards of cleanliness, quality and safety. Maintains assigned vehicles and equipment; requests repair work as needed. Requests necessary tools, materials and supplies as may be needed. Receives and responds to inquiries and requests for assistance from City employees and the public regarding park services. Refers to policy and procedure manuals, equipment manuals, safety sheets, etc. Uses custodial supplies and tools, push cart, various other hand tools, etc. Interacts and communicates with the immediate supervisor, other City employees, co-workers, and the general public. Required to complete the daily Park Ranger Checklist to ensure all maintenance duties were completed in accordance with City requirements. May be required to work nights, weekends and holidays to meet the business needs of the City.

### MINIMUM TRAINING AND EXPERIENCE

#### EDUCATION and/or EXPERIENCE:

Requires a high school diploma supplemented by some general custodial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: February 20, 2018

Deadline: Until Filled

*Christine A. Ruth*

Christine A. Ruth, PHR, IPMA-CP  
Director – Human Resources